



**Vacancy Announcement
U.S. Embassy
Monrovia, Liberia**

ANNOUNCEMENT NUMBER: 15-35

OPEN TO: U.S. Citizen Eligible Family Members (USEFMs) – All agencies

POSITION: **Residential Security Coordinator, FP-07***

OPENING DATE: June 26, 2015

CLOSING DATE: July 10, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident (NOR): FP-07 (to be confirmed by Washington)

The U.S. Embassy is seeking qualified individuals for the position of **Residential Security Coordinator** in the Regional Security Office.

BASIC FUNCTION OF POSITION:

The Residential Security Coordinator (RSC) is the Regional Security Office's subject matter expert on the Department of State's physical security standards for United States Government (USG) residential property. The RSC oversees the Residential Security work of one (1) Post Security Technician (PST), provides tasking, priorities, direction regarding applying and meeting standards, and participates in the residential make-ready program. RSC monitors all aspects of the United States Government (USG) residential program at Post including procurement and finance and reports to the Assistant Regional Security Officer (ARSO).

MAJOR DUTIES AND RESPONSIBILITIES:

- 1) Uses Department standards and Post specific requirements to develop and continuously revise Post's residential security checklist.
- 2) Ensures that all residences have been surveyed initially prior to leasing and within the last five years or as needed (i.e. due to change in the Security Environmental Threat List (SETL) rating) and that survey data for each residence as well as other security related information regarding individual residences is maintained in appropriate files.
- 3) Uses the residential security checklist to conduct surveys on existing and prospective Mission residences documenting security deficiencies.
- 4) Monitors arrival and departure of employees at newly acquired residences to ensure mobile patrol services are in place or terminated where required.
- 5) Provides employees and their dependents with information on the reasons for the residential security enhancements as well as a briefing and/or orientation on the operation of the installed residential security equipment.
- 6) Ensures that residential security equipment is removed when residential leases are not renewed. Prepares all necessary paperwork for removal of alarms, and other hardware for the Regional Security Officer's (RSO) approval.

7) The incumbent will maintain a digital file for each off-site residence which will include copies of the security survey, photographs, and copies of work orders, RSO authorizations to occupy and other data as required.

8) When needed, the incumbent will assist the RSO with investigations of a sensitive nature. The incumbent will help draft classified cables, draft reports, and conduct interviews of Americans and others as directed by the RSO.

9) Ensures compliance with standards and the efficient cost-effective operation of the residential security program and related tasks.

FINANCIAL MANAGEMENT/BUDGETING AND ADMINISTRATION - 25%

1) Collects information needed for the residential security program budget for Monrovia. Prepares budgets supported by forecasting growth or shrinkage justification statements for all of these locations for RSO approval.

2) Coordinates funding sites with the RSO, including creating budget projections and budget preparations for RSO approval, tracking spending and drafting unclassified cables requesting additional funding as required. At a minimum, the jobholder will manage funds for the purchase, installation, maintenance and repair of equipment for the residential security program. Funds expended under these function codes are all non-ICASS. The incumbent will not be able to obligate funds without RSO approval, but will draft all required paperwork seeking RSO approval. This includes,

- FC 5841 - Perimeter and Internal Security: Residential security upgrades including expenses for grilles, alarms, locks, lights, substantial doors, etc. Funds also cover the cost of shipping, installation of equipment, and the salary of the RSC. Cost for the purchase, shipping, and installation of Shatter Resistant Window Film (SRWF) for residences.

- FC 5843 - Maintenance and Repair (M&R): Costs of installed residential security equipment. M&R expenses can include contracts, labor, parts, and supplies.

3) Makes recommendations (including cost estimates and justifications) on security enhancements that would ensure that a prospective residence in Monrovia meets residential security standards.

4) Attends all Interagency Housing Boards (IAHB) meetings as a non-voting member, providing advice on security aspects of existing and prospective housing, department residential security standards and Post-specific residential security requirements. Attends the weekly Make Ready meetings. Presents reports and gives adequate guidance as necessary.

PROCUREMENTS AND CONTRACTS - 10%

1) Monitors Monrovia residential security equipment inventories valued at \$200,000 and coordinates with Post procurement for the purchase of supplies and replacement of equipment in a timely manner.

2) Manages and maintains all records for any Blanket Purchase Agreements (BPAs) that service this program. Makes recommendations and completes paperwork for additional BPAs as needed.

3) Develops an understanding of all Embassy Monrovia residential security contracts, specific applicable contracts, BPA agreements, and maintain current copies of said contracts.

WORK GUIDANCE AND INSPECTION - 10%

1) Coordinates the installation of post-funded security equipment with the General Services (GSO) section, Facilities Maintenance (FM), private contractors and other sections as appropriate.

2) Provides guidance to installers and inspects completed installations to insure that work has been completed according to instructions and that systems are operational.

3) Assists the GSO with negotiating landlord required security upgrades to include setting time limits on work to be done and verification of completion.

The incumbent must be available 24 hours a day, 7 days a week to respond to emergencies as directed by the RSO.

QUALIFICATIONS:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. College studies in business or management is required.
2. At least two years of customer service experience is required.
3. Level IV English is required- fluent degree of proficiency in writing, speaking and reading.
4. Within weeks of starting the job, the incumbent must master the sections of the Foreign Affairs Manual (FAM) and Foreign Affairs Handbook (FAH) pertaining to residential security and Diplomatic Security standards. Incumbent must have general knowledge of the local business environment and specific knowledge of threats to USG residences. Knowledge of Microsoft Word, Excel, PowerPoint, Access and other databases is required.
5. Ability to clearly and concisely draft written reports is required. Must have the ability to make oral presentation, to communicate effectively interpersonally, to plan, organize, prioritize and work independently and to deal effectively and responsibly in difficult situations. Must have a valid driver's license. Must be able to obtain and maintain a secret clearance.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism issues/conflicts of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

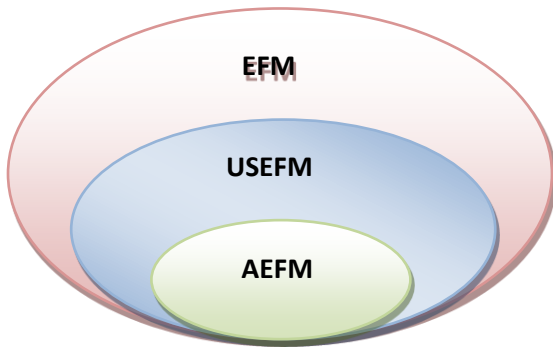
SUBMIT APPLICATION TO

Human Resources Office
Residential Security Coordinator
American Embassy
P. O. Box 98
1000 Monrovia 10 Liberia

Or Email to RecruitmentMonrovia@state.gov

Drop in application box at the Service Gate on Gibson Street at the New Embassy Compound. The Universal Application Form (DS-174) can be picked up at the Gibson Street Gate or the Human Resources Office (for employees only) or accessed on line.

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or

2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126, Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: (July 10, 2015)

The US Mission in Monrovia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: HRA: MBHarris
Cleared: A/HRO: EALanger
Cleared: RSO: JHawley
Cleared: A/FMO: RDAcuff
Approved: MGT: RDAcuff